United Nations ST/IC/2014/16

Secretariat

17 June 2014

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2015**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme for 2015 in accordance with the provisions of administrative instruction ST/AI/2011/1 of 23 March 2011.

**Eligibility**

2. Administrative instruction ST/AI/2011/1 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2015 sabbatical leave programme, section 2 of the instruction provides that the programme is "open to United Nations staff members who, at the time of application, have completed five years of service with the Secretariat within the last six years and are expected to serve with the Secretariat for no less than two years after completion of the sabbatical leave, subject to staff rule 4.13 (c)".

**Selection of institution**

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. Research or study projects may be pursued at universities and independent institutions worldwide, including the research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, as well as other relevant organizations and institutions. Staff members may wish to consult annex IV to the present circular for a list of institutions that are members of the Academic Council; annex V for a list of research and training centres of the United Nations University; and annex VI for additional participating institutions.

* Expiration date of the present information circular: 31 December 2014.

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**Application procedures**

4. Each application must include the following documents:

(a) Application form, contained in annex I to the present circular;

(b) Proposal form, contained in annex II to the present circular;

(c) Endorsement form, contained in annex III to the present circular, completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project, contained in annex III to the present circular;

(d) Two to three signed letters of recommendation;

(e) Written correspondence between the applicant and the proposed sabbatical institution concerning potential acceptance;

(f) For candidates whose contract will expire during the required two-year period following their sabbatical, a letter from their Executive Office or human resources office stating that there is an expectation that the staff member will serve with the Secretariat for at least two years beyond the end of the sabbatical period;

(g) Application checklist contained in annex VII to the present circular.

5. Applicants must submit their applications electronically with all supporting documentation through their respective head of department/office/mission or Director/Chief of Mission Support. All applications must be directed to sabbatical@un.org and received by midnight, New York time, on 30 September 2014. Late or incomplete applications will not be considered; no exceptions will be made.

6. The terms of the proposal submitted by the staff member shall be binding and cannot be modified after the deadline.

7. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2011/1 and the present circular. The Assistant Secretary-General for Human Resources Management shall make a final selection on the basis of the recommendations of the selection committee. The selection decisions are final. Each applicant and his or her head of department/office/mission or Director/Chief of Mission Support will be informed of the decision, regardless of the result of the application. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. A sabbatical leave of up to four months may be approved and must be taken continuously.

9. Staff members who receive a sabbatical award are required to submit, within six months of the completion of their sabbatical leave, a report about their research or study project to the Assistant Secretary-General for Human Resources Management and the sabbatical leave programme manager, through their head of department/office/mission or Director/Chief of Mission Support.

10. All sabbatical leave reports shall be vested in the United Nations, in accordance with staff rule 1.9 on proprietary rights.

## Annex I

# Sabbatical leave programme for 2015: application form

Please complete annex I using the electronic version of this circular. Handwritten proposals will not be accepted.

## A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____ Gender _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/office/mission _____

Name of approving head of department/office/ mission or Director/Chief of Mission Support _____

Functional title of endorser _____ Category/level of endorser _____

Duty station _____

Telephone _____ E-mail _____

Date of entry on duty: Secretariat _____ Date of entry on duty: present duty station _____

Title of proposed research or study project _____

Is your research or study project being undertaken to complete a degree? Please type "yes" or "no". _____ If yes, please explain. _____

Have you applied for sabbatical leave before? Please type "yes" or "no". _____ If yes, when? _____

Have you participated in the sabbatical leave programme before? Please type "yes" or "no". _____ If yes, when? _____ _____

Will the duration of your research or study project exceed four months? Please type "yes" or "no". _____ If yes, please state the duration. _____

## B. Background

2. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

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|---|
| |

3. Please provide details concerning your university studies.

| *Degree* | *University country* | *Area of study* | *Year graduated* |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |
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4. Two to three letters of recommendation must be provided. No more than three letters will be considered by the committee. The letters should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project that you have proposed and to attest to your ability to undertake independent work. In the space below, provide the names, titles and institutional affiliations of the professionals who will be writing the letters of recommendation. The letters are valid only for one year. Letters written more than one year prior to the application are not acceptable. Please submit the letters together with the other application materials.

| *Name* | *Titles* | *Institutional affiliation* |
|---|---|---|
| | | |
| | | |
| | | |

5. If relevant, please indicate below your teaching and/or research experience, if any, including a list of your publications, if any (attach an additional sheet if necessary).

| *Date* | *Subject matter* | *Teaching/research/ publication* | *Institution/place* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## C. Placement

6. Please indicate the name and address of the institution or organization at which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence between you and the institution that is relevant to the proposed research or study project.

| *Name of institution/organization* | *Address* |
|---|---|
| | |

7. Please type "yes" or "no" after the following items to indicate if the institution is willing to provide these services or facilities to you during your sabbatical leave. Type any additional items that the institution is willing to provide after "Other":

Adviser _____

Office space _____

Communication facilities _____

Other _____

*Note*: Please keep in mind that, if you are selected, you are responsible for finalizing any arrangements already under way and for carrying out any related administrative work with the institution.

_____ _____

Signature of staff member Date

## Annex II

### Sabbatical leave programme for 2015: proposal form

Please complete annex II using the electronic version of this circular. Handwritten proposals will not be accepted.

**A. Title of the research or study project**

**B. Field of the research or study project**

**C. Purpose of the research or study project (maximum 150 words)**

**D. Outline of the topic or topics to be covered, including specific questions or subtopics that your research or study project will address (maximum 500 words)**

**E. Detailed methodology explaining how you will address or investigate the questions or subtopics that you listed in section D, that is, the primary or secondary research methods that you will use (maximum 500 words)**

**F. Schedule of work of the research or study project, with an indication of any preparatory work already accomplished (maximum 350 words)**

**G. List of the study or research activities that you intend to undertake, including where they will be conducted (maximum 350 words)**

**II. Relevance of the research or study project to the current and future work of the United Nations and to the current or future responsibilities of the applicant (maximum 150 words)**

## Annex III

### Sabbatical leave programme for 2015: endorsement form

I, _____, hereby support the request from _____ for sabbatical leave. I understand that if this applicant is awarded sabbatical leave, he or she will be on special leave with pay for a maximum of four months during the year 2015.

I also understand that if the applicant is awarded sabbatical leave, he or she must submit, within six months of completion of the sabbatical leave, a report about his or her research or study project to me, to the Assistant Secretary-General for Human Resources Management and to the sabbatical programme manager in the Office of Human Resources Management.

_____

Name of head of department/office/mission or Director/Chief of Mission Support

_____ _____

Signature of head of department/office/mission or Director/Chief of Mission Support | Date

## Annex IV

### Institutional members of the Academic Council on the United Nations System

(Please note that it is not obligatory to carry out research with one of the institutions listed below.)

Asia-Pacific Centre for the Responsibility to Protect

Centre for Film and Media Studies, University of Cape Town

Dag Hammarskjöld Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Elliott School of International Affairs, George Washington University

Environmental Ambassadors for Sustainable Development

Euclid University

European Association of Development Research and Training Institutes

The Fletcher School, Tufts University

Friedrich-Ebert-Stiftung

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute

Graduate Institute of International and Development Studies

Harvard College Library

Institute for Development and Peace

International Association for Humanitarian Medicine Brock Chisholm

International Cooperation Research Association

International Jurist Organization

John Sloan Dickey Centre for International Understanding, Dartmouth College

Kadir Has University

Kroc Institute for International Peace Studies, University of Notre Dame

Leuven Centre for Global Governance Studies

L'Ouverture Institute for Diplomacy and Global Affairs

New World Hope Organization

Peace Operations Training Institute

Pontifical Catholic University of Minas Gerais

Ralph Bunche Institute for International Studies

Taipei Economic and Cultural Office in New York

UGSM-Monarch Business School

United Nations Association

United Nations Association of Germany

University of Denver

University of Vienna

# Annex V

## United Nations University participating centres

(Please note that it is not obligatory to carry out research with one of the institutions listed below.)

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

United Nations University headquarters, Tokyo (www.unu.edu)

United Nations University Iceland-based Programme, Reykjavik, including the following:

Fisheries Training Programme (www.unuftp.is)

Geothermal Training Programme (www.unugtp.is)

Land Restoration Training Programme (www.unulrt.is)

Gender Equality Studies and Training Programme (https://gest.hi.is)

United Nations University Institute for the Advanced Study of Sustainability, Tokyo (www.ias.unu.edu)

United Nations University Institute for Environment and Human Security, Bonn, Germany (www.ehs.unu.edu)

United Nations University Institute for Integrated Management of Material Fluxes and of Resources, Dresden, Germany (http://flores.unu.edu)

United Nations University Institute for Natural Resources in Africa, Accra (http://unu.edu/about/unu-system/inra)

United Nations University Institute for Water, Environment and Health, Hamilton, Canada (www.inweh.unu.edu)

United Nations University Institute on Comparative Regional Integration Studies, Bruges, Belgium (www.cris.unu.edu)

United Nations University Institute on Globalization, Culture and Mobility, Barcelona, Spain (http://gcm.unu.edu)

United Nations University International Institute for Global Health, Kuala Lumpur (http://iigh.unu.edu)

United Nations University International Institute for Software Technology, Macao, China (www.iist.unu.edu)

United Nations University — Maastricht Economic and Social Research Institute on Innovation and Technology, Maastricht, the Netherlands (www.merit.unu.edu)

United Nations University Programme for Biotechnology in Latin America and the Caribbean, Caracas (http://unu.edu/about/unu-system/biolac)

United Nations University World Institute for Development Economics Research, Helsinki (www.wider.unu.edu)

# Annex VI

## Additional participating institutions

(Please note that it is not obligatory to carry out research with the institutions listed below.)

The Office of Human Resources Management works to enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide.

The following institutions participate in the United Nations sabbatical leave programme:

Asian Institute of Technology, Bangkok (www.ait.ac.th)

Center for Development Research, University of Bonn, Bonn (www.zef.de)

Department of Nutrition and Food Science, University of Ghana, Accra (www.ug.edu.gh)

Gansu Natural Energy Research Institute/Asia-Pacific Research and Training Center for Solar Energy, Gansu, China (www.gneri.org)

Global Fire Monitoring Centre, Max Planck Society for the Advancement of Sciences, Freiburg, Germany (www.fire.uni-freiburg.de)

Griffith University, Queensland, Australia (www.griffith.edu.au)

Gwangju Institute of Science and Technology, Gwangju, Republic of Korea (http://www.gist.ac.kr)

Institute for Nutritional Sciences, Shanghai Institute for Biological Sciences, Chinese Academy of Sciences, Shanghai, China (www.nutrition.ac.cn)

International Institute for Geo-Information Science and Earth Observation, Enschede, the Netherlands (www.itc.nl)

National Energy Authority of the Republic of Iceland, Reykjavik (www.nea.is)

National Food Research Institute, Ibaraki, Japan (www.naro.affrc.go.jp)

National Institute of Public Health, Centre for Nutrition and Health Research, Cuernavaca, Mexico (www.insp.mx)

Scottish Association for Marine Science, Glasgow, United Kingdom of Great Britain and Northern Ireland (www.sams.ac.uk)

University for Peace, San José (www.upeace.org)

## Annex VII

### Application checklist

- ☐ Application form contained in annex I to the information circular
- ☐ Proposal form contained in annex II
  - ☐ Title of the research or study project
  - ☐ Field of the research or study project
  - ☐ Purpose of the research or study project
  - ☐ Outline of the topic or topics to be covered
  - ☐ Detailed methodology
  - ☐ Schedule of work of the research or study project
  - ☐ List of the study or research activities, including where they will be conducted
  - ☐ Relevance of the research or study project to the current and future work of the United Nations and to the current or future responsibilities of the applicant
- ☐ Endorsement form, contained in annex III, completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project
- ☐ Two to three signed letters of recommendation written within the past year
- ☐ Written correspondence between the applicant and the proposed sabbatical institution concerning potential acceptance
- ☐ Letter from the applicant's Executive Office or human resources office attesting to an expected extension of service (only for candidates whose contract will expire during the two-year period following their sabbatical)
- ☐ Application checklist (include this completed checklist with your application)